

**INVOICE PAYMENT REQUEST MEMO FOR PROJECTS INVOLVING  
ACQUISITION OF REAL PROPERTY OR A CONSERVATION EASEMENT**

*(Prepared by applicant on applicant's letterhead. Invoices with requests for direct deposit of EEM funds into an escrow account MUST be submitted to the District Local Assistance Engineer 60 days before the close of escrow date.)*

**To:** District \_\_\_\_ Local Assistance Engineer (DLAE)  
California Department of Transportation  
Office of Local Assistance  
(Address)

**Date:** \_\_\_\_\_

**From:** *(Applicant Name and Address)*

**Subject:** *(EEM Project Name, County)*

(Applicant: Select A or B, depending on action needed, and attached appropriate documents.)

A. Please remit EEM funds into Escrow Account as previously directed in the Applicant-Status Agreement, Attachment E, "Remarks and Covenants." Please find the following required documents attached.

1. One original unrecorded EEM Agreement Declaring Restrictive Covenants or EEM Restrictive Covenants Agreement for Conservation Easements, with notarized signatures (with completed Exhibits), or other State-approved restrictive rights covenants agreement.
2. One original and two copies of the signed Invoice. *(On applicant's letterhead)*
3. Copy of escrow instructions.
4. Copy of current appraisal.
5. Copy of Preliminary Title Report, with legal description of property or easement.
6. Close of escrow date \_\_\_\_\_ (must show date).

At close of escrow we will record the ADRC or RCACE and send you the original with other documents shown below.

B. We have closed escrow. Attached are the documents to close out the project.

1. Certified copy of recorded Grant Deed or Deed of Conservation Easement (CE).
2. Copy of closing escrow statement.
3. One original signed Final Project Expenditure Report\* *(On applicant's letterhead)*.
4. One original recorded ADRC.

*(Applicant's Representative Signature)*

\_\_\_\_\_  
*(Name and Title)*

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